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SUMMARY OF PROCEFDINGS

DD/I TRAINING LIAISON OFFICERS MEETING

17 April 1956

2. Castely pe

Comparing the process of th

	ATTENDANCE:	
		25X ⁻
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	1. OTR Training Films	
25X1	of the Film Production Branch, OTR, requested the DDI/TLO's to submit the names of any individuals in the DD/I offices	
25X1		25X´
25X1 25X1	explained, for individuals participating in OTR training films to be away from their offices for about two days. telephone extension is	25X´
25X1	of Basic School said that a memorandum will be issued	
	soon to the Training Liaison Officers which will set forth the criteria which must be met by applicants wishing to enroll in the Basic Supervision course. The present running of this course shows about 50% of the students fall into the non-supervisory category. In a class of about 18 students, three non-supervisory students is considered the correct proportion if the course is to accomplish its main objective, i.e., effective management at the level of the first-line supervisor. This course is geared to be as	
	the supervisor of each candidate for the course outline as specifically as possible on the Training Request Form the candidate's qualifications for the Basic Supervision course. Non-supervisory candidates will be considered when: 1) the candidate is to be promoted to a supervisory position, 2 2 the candidate is a technician and a knowledge of supervisory techniques	25X^
25X1	would ald him in his present job, and by the candidate is in a position where he assumes his supervisor's responsibilities when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave. Compared to the candidate is in a position when the latter is on leave.	

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earlier than in the past to the OTR Registrar so that a careful screening of all applications can be made.

3. Effective Writing

The Chief of the Basic School, OTR, said that during the past two runnings of the Effective Writing course, a general laxness had appeared in some students who failed to complete their assignments or failed to meet the requirements of the course. The backlog of applications for this course given by _______ now stands at 140. In the future the student's supervisor will be notified when a student is found to be negligent in fulfilling the requirements of the course.

4. Enrollments in Vorld Communican

The Assistant Chief, Plans and Policy Staff, CTR, announced that it would be possible to ease the quota for DD/I personnel to attend future runnings of the World Communism course.

said that he believed the revisions now being planned for the World Communism course will enhance its value and interest to the DD/I.

5. Area Courses, Fiscal '57

The Office of Training plans to offer the following area courses during fiscal '57. More detailed course amountements will be issued in advance of each course. Meanwhile, dates and instructor's names can be found by referring to the memorandum from the AD/OTR to Training Liaison Officers, dated 2 April. For your convenience the titles of these courses are repeated below.

Basic Country Surveys

Germany Japan

Regional Surveys

Free Europe
Fertile Crescent (Fgypt may be substituted)
National Interest in Middle East
Middle East
Northeast Asia
Economic Factors in Asia
Southeast Asia
Russia in Asia
Soviet Bloc

Americans Abroad

25

25X1

25X1